

BOSTON PARKS AND RECREATION DEPARTMENT

Special Event Permit Application

1010 Massachusetts Avenue, Boston, MA 02118

Telephone: (617) 635-4505

ax: (617) 635-3227

Thomas M. Menino, Mayor

Justine M. Liff, Commissioner

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please co	omplete all	data as required.						
NAME C	OF ORGAN	NIZATION:						
APPLICA	ANT NAM	IE:						
ADDRESS:			CITY:	STATE:ZIP				
DAYTIM	ME PHONE	i: ()	EVE. PHONE: ()	FAX#: ()				
			notify the Parks Department im	PAGER/CELLULAR: ()mediately.				
		ENT INFORMAT s required for event of an						
Type of E	Event:							
RU	JN/WALK	RALLY	PARADE	WEDDING CEREMONY/PHOTOS				
FAIRCONCERT		CONCERT	PICNIC	PICNICOTHER (specify):				
EVENT	TITLE:							
	EVENT DATE(s):ESTIMATED ATTENDANCE							
REQUES	STED PAR	K:						
AREA O	F PARK (I	Describe Physical Bounda	nries):					
ACTUAL	L HOURS (OF EVENT:	AM/PM	AM/PM				
SET UP	TIMES:	AM/PM	AM/PM TAKE DOW	VN TIMES:AM/PMAM/PM				
DESCRI	PTION OF	EVENT SET UP:						
Please att	tach additio	onal sheets as necessary, i	including plans, drawings, maps,	, etc.				
PLEASE 1	INDICATE	WHETHER THE FOLLO	WING ITEMS PERTAIN TO YOU	JR EVENT.				
YES	NO							
		FOOD CONCESSION AND/OR FOOD PREPARATION AREA(S)						
		(IF YOU INTEND TO COOK FOOD IN THE EVENT AREA)						
		PLEASE SPECIFY METH	OD:GASELECTRICC	CHARCOALOTHER:				
		FIRST AID FACILITY(IES) AND AMBULANCE(S)						
		WILL YOU SET UP TABLE(S) AND/OR CHAIR(S) HOW MANY?:						
FENCING, BARRIER(S) AND/OR BARRICADE(S)								
		DOES YOUR EVENT REC	QUIRE ELECTRICITY? SOURCE:					

(continued)

ICATE WHETI	HER THE FOLLOWIN	G ITEMS PERTAIN	TO YOUR EVENT. (cont	tinued)		
O						
ВООТН	I(S), EXHIBIT(S), DISPI	LAY(S) AND/OR ENO	CLOSURE(S)			
CANOP	Y(IES) AND/OR TENT	(S). Please include di	mensions:			
SCAFF0	OLDING, BLEACHER(S), PLATFORM(S), G	RANDSTAND(S) OR RE	ELATED STRUCT	URE(S)	
VEHICI	LE(S) AND/OR TRAILE	ER(S). HOW MANY?_				
			oany providing units:			
STAGE(S) Please include dimensions:						
WILL THE EVENT BE ADVERTISED? HOW? Please note that you cannot advertise your event prior to approval.						
SPONS	ORSHIP/VENDING OR	PROMOTIONAL AC	CTIVITY? Please describ	e:		
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accepted for the i	use of Boston Parks and Rec	creation Department prop	erty. Contributions support a onations to the "Fund for Po	broad array of recre arks and Recreation	ational activities for residents " are tax-deductible.	
					No	
PERMITS E THAT ALL COMMITS FROM OTHER	MPONENTS OF THE EVE HER CITY AGENCIES. I MPACT OTHER CITY A	NT ARE SUBJECT TO F PARKS DEPARTMENT GENCIES WILL BE RI	ARKS DEPARTMENT APF APPROVAL DOES NOT EFERRED TO CITY-WIDE	PROVAL AND MAY CONSTITUTE PER	MISSION FROM OTHER	
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ED				DATE:		
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Note: the Bos before 10:00 am except for purpo TARY USE DONATIONS accepted for the use of Boston Parks and Rec all backgrounds and help to maintain 2,20 te to make a Voluntary Property Use Don E made payable to the "Fund for Parks and I ETHAT ALL COMPONENTS OF THE EVE MITS FROM OTHER CITY AGENCIES. I EVENTS THAT IMPACT OTHER CITY A LITY OF THE APPLICANT TO SECURE A LITY OF THE APPLICANT TO SECURE A NCE REQUIREMENTS FINSURANCE WILL BE REQUIRED BEI NIMUM OF \$1 MILLION IN COMMERCIA HARMLESS THE CITY OF BOSTON, BO N. SOME EVENTS MAY REQUIRE A HIG IONED PARTIES AS ADDITIONAL INSU IONED PARTIES AND ROUGE A HIG IONED PARTIES AS ADDITIONAL INSU IONED PARTIES AND ROUGE AND INDUSTRIES AND INDUSTRIES AND ROUGE AND INDUSTRIES INDUSTRIES AND INDUSTRIES INDUS	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENC CANOPY(IES) AND/OR TENT(S). Please include di SCAFFOLDING, BLEACHER(S), PLATFORM(S), G VEHICLE(S) AND/OR TRAILER(S). HOW MANY? TRASH CONTAINER(S) AND/OR DUMPSTER(S) PORTABLE TOILET(S) If yes, please indicate comp STAGE(S) Please include dimensions: ENTERTAINMENT Please describe: INFLATIBLE DEVICE(S), AMUSEMENT(S) BANNER(S) WILL THE EVENT BE ADVERTISED? HOW? Please note that you cannot advertise your event pri SPONSORSHIP/VENDING OR PROMOTIONAL AC AMPLIFIED SOUND If yes, please indicate START? City of Boston Ordinance requires that noise levels not e commercial zone. Note: the Boston Common Manager before 10:00 am except for purposes of sound check. TARY USE DONATIONS accepted for the use of Boston Parks and Recreation Department prop all backgrounds and help to maintain 2,200 acres of parkland. De te to make a Voluntary Property Use Donation to the Fund for Pre made payable to the "Fund for Parks and Recreation" and may be seen that IMPACT OTHER CITY AGENCIES WILL BE RE THY OF THE APPLICANT TO SECURE ALL NECESSARY CITY NCE REQUIREMENTS FINSURANCE WILL BE REQUIRED BEFORE FINAL PERMIT A NSOME EVENTS MAY REQUIRED BEFORE FINAL PERMIT A NSUMM OF 51 MILLION IN COMMERCIAL GENERAL LIABILITY HARMLESS THE CITY OF BOSTON, BOSTON PARKS AND RE N. SOME EVENTS MAY REQUIRE A HIGHER LIMIT OF INSUI 100NED PARTIES AS ADDITIONAL INSUREDS ON THEIR CERT THE CITY OF BOSTON IS NOT RESPONSIBLE FOR ANY ACCID CE OF THIS PERMIT. 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SPONSORSHIP/VENDING OR PROMOTIONAL ACTIVITY? Please describe AMPLIFIED SOUND If yes, please indicate START TIME: and city of Boston Ordinance requires that noise levels not exceed 70 decibels between commercial zone. Note: the Boston Common Management Plan requests that the before 10:00 am except for purposes of sound check. TARY USE DONATIONS accepted for the use of Boston Parks and Recreation Department property. Contributions support a all backgrounds and help to maintain 2,200 acres of parkland. Donations to the "Fund for Parks and Recreation" and may be submitted with your applicate to make a Voluntary Property Use Donation to the Fund for Parks and Recreation? THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO PARKS DEPARTMENT APPROVAL DOES NOT EVENTS THAT IMPACT OTHER CITY AGENCIES. PARKS DEPARTMENT APPROVAL DOES NOT EVENTS THAT IMPACT OTHER CITY AGENCIES. 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